



Camella Lipa Homeowners' Association, Inc.

Brgy. Tibig, Lipa City Batangas · HLURB Reg. No. 15447 · TIN No. 420-931-299-000

Official Website: <https://camellalipahoa.com> · Contact No.: +639171364374 ·

Email: hoaofficial@camellalipahoa.com

BOARD RESOLUTION NO. 2025-10

RESOLUTION ON INTERIM PROCEDURES FOR CONSTRUCTION AND WORK PERMITS

WHEREAS, in the board meeting of the Board of Directors last March 8, 2025 of Camella Lipa Homeowners Association Inc., where a quorum was present and acted upon all throughout, the following proposals were made;

WHEREAS, the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approved the interim procedures for construction and work permits;

WHEREAS, the Camella Lipa Homeowners' Association, Inc. is committed to ensuring the proper regulation and approval of construction, repairs, and major renovation activities within the community;

WHEREAS, the HOA currently does not have an in-house Engineer to review and approve construction-related applications;

WHEREAS, the following policies on processing of construction and work permits be implemented:

1. Appointment of Approving Engineer
 - In the absence of an HOA Engineer, Ms. Jenny Mendoza shall be the designated approving authority for all construction-related permits, including repairs and major construction.
 - The approval process shall not exceed three (3) working days from the date of submission of complete requirements.
2. Process for Construction Permit Approval
 - Homeowners shall submit all required documents for construction, repair, or renovation to the HOA Office.
 - The HOA Office staff shall review and verify the completeness of submitted requirements.
 - Once verified, the HOA Office staff shall forward the documents to Ms. Jenny Mendoza for review and approval.
 - Approved applications shall be recorded and issued accordingly.
3. Processing of Urgent Repairs
 - A dedicated Group Chat (GC) has been created for construction-related matters.
 - Urgent repair requests, once verified with complete documents, shall be sent to the GC for immediate attention and processing.
 - The HOA Office shall facilitate and expedite urgent repairs by coordinating with the concerned parties.
4. Gate Pass Approval
 - All gate pass applications shall be reviewed by the HOA Office.
 - Verified gate pass requests shall be submitted through the GC for Ms. May Ann F. Quela's final approval.
5. Site Visit and Monitoring
 - Mr. Roderick N. Malabanan shall be responsible for conducting site visits to ensure compliance with HOA regulations.
 - Any violations or non-compliance issues shall be reported to the HOA Board for appropriate action.

Board Resolution No. 2025-10

CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

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CONTACT US:

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FB Messenger: Camella Lipa Hoai • FB Page: Camella Lipa Homeowner's Association, Inc.-Official



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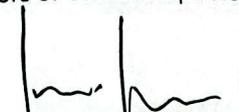
Email: hoaofficial@camellalipahoa.com

WHEREAS, A stipend payment of ₱500 per day shall be provided to Ms. Jenny Mendoza for each day there are approvals to process, as unanimously agreed upon by the Board;

WHEREAS, that this resolution shall take effect immediately and shall remain in force until otherwise modified or revoked by the Board;

RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approved the interim procedures for construction and work permits.

SIGNED this 08 MAR 2025 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

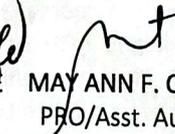

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PRO/Asst. Auditor


RODERICK N. MALABANAN
PRO

NAME	GOVERNMENT ID	NUMBER	EXPIRY
Christopher Lloyd O. Castillo	_____	_____	_____
Joselito E. Mago	_____	_____	_____
Maria Rizza F. Catimbang	_____	_____	_____
Maridel D. Cruz	_____	_____	_____
Marjeric L. Buenafe	_____	_____	_____
May Ann F. Quela	_____	_____	_____
Roderick N. Malabanan	_____	_____	_____

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